May 30th and May 31st Event Unit Entry

To assist you and your program in entering the last of your units for May, NYC Aging created this temporary solution.   We know there are also issues with backdating a client's signup to an event. A long-term fix is in development and will be presented when it is available.

There are four steps to this temporary process:

- Create a New Event
- Signup Clients to your Event
- Enter Units for these Events
- Let Us Know

If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**
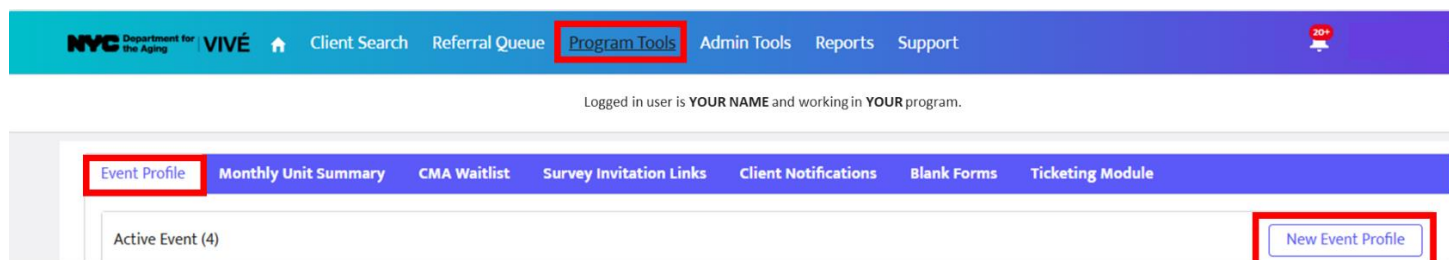
Create a New Event

To capture the units for your activities that occurred on Friday (5/30) and/or Saturday (5/31), you will need to create a new event for each activity that occurred on those days.

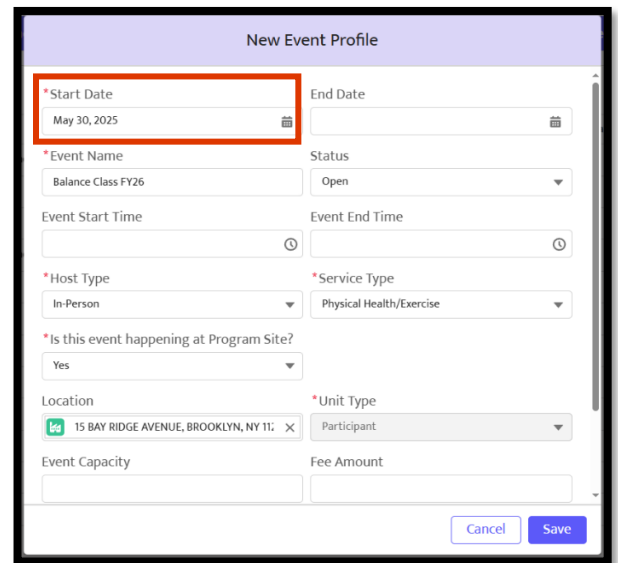**Step 1**: From the **Top Menu**, click on **Program Tools**.

Step 2: Within **Program Tools**, click on **Event Profile**.

Step 3: Select the **New Event Profile** button.

Step 4: Enter either May 30th or May 31st for the Start Date. This is the trigger that associates the units entered to your May report. Complete the required fields and select the **Save** button.
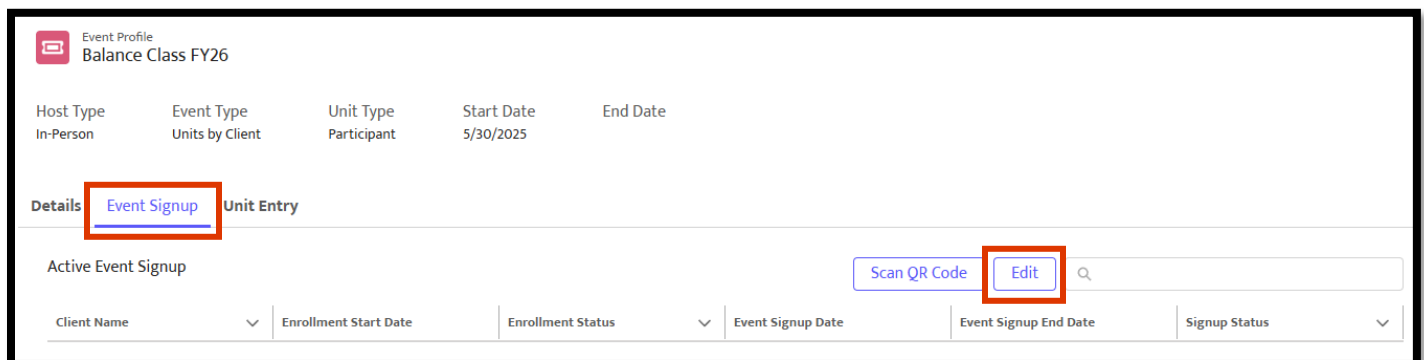

Signup Clients to your Event

Signup everyone enrolled in your program for the events that you created for 5/30 and 5/31.

Step 1: From the list view of **Event Profile**, click on your new Event Name link.
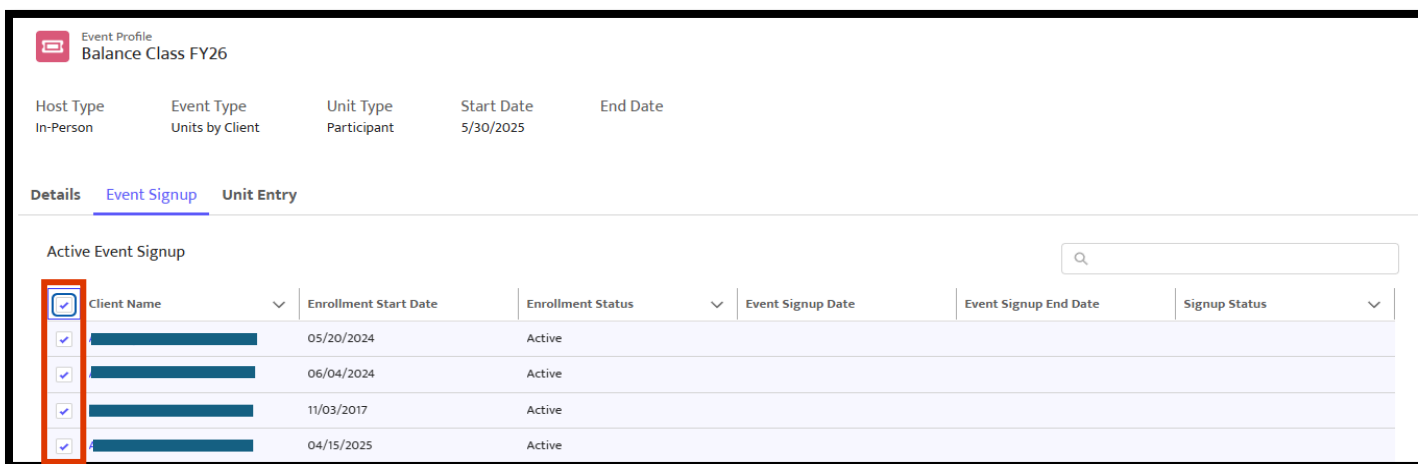
Step 2: From the Details of your event, click on the sub-menu **Event Signup**.

Step 3: From **Event Signup**, select the **Edit** button.

Step 4: After selecting the **Edit** button, check boxes appear in a column to the left of the client names. At the top of the column, to the left of the Client Name header, there is a check box that selects and signs up all clients to the event. If there are multiple pages of clients, you will need to do this on each page.
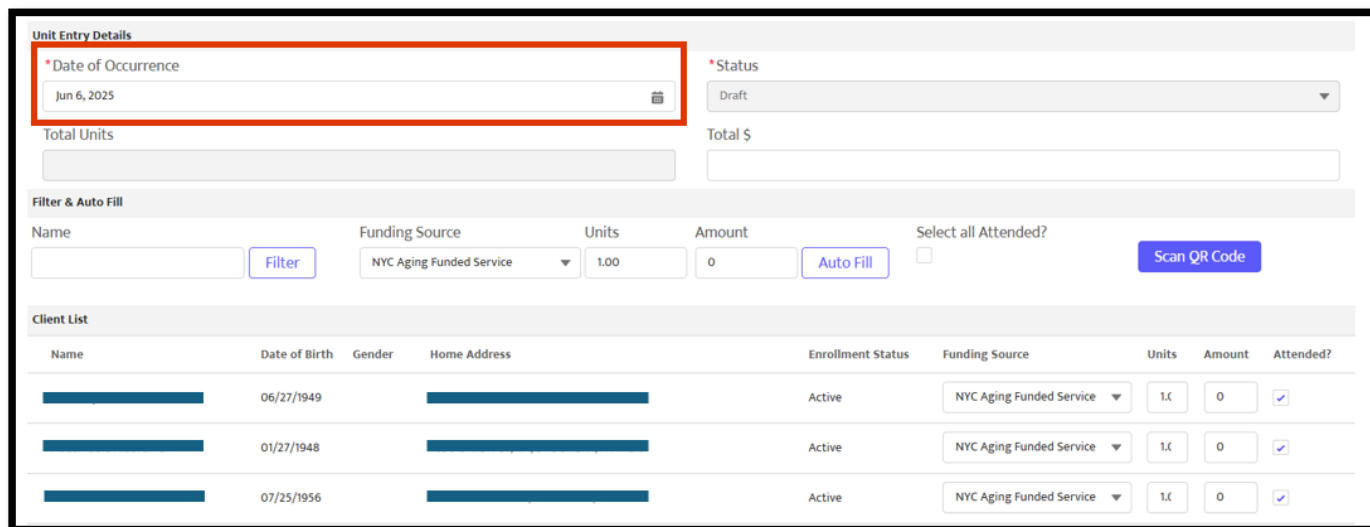
The Event Signup Date is the date the clients are signed up for the event. Currently, this cannot be back dated. We will use the Event Start Date (May 30th or 31st) as the trigger to properly assign your units to each event.

Enter Units for these Events

When entering units for these events, the Date of Occurrence must be the same as the Event Signup Date or later. Remember, the Event Signup Date is the date the clients are signed up for the event. If you enter an earlier Date of Occurrence, the list of Signed Up clients will not appear because no one was signed up yet. The process of entering units is the same for any event.

Thank you!

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